

## NAME CHANGE REQUEST WITHIN THE FIRST YEAR OF LIFE WHEN SURNAME CHANGE IS INCLUDED

Wisconsin State Statute 69.15 (4m) allows the parent(s) to use this form to change the name of a child once, without a court order, if all the following apply:

- The child was born in Wisconsin and is under 365 days of age as of the post mark date;
- The child's name has not been previously changed; and
- The appropriate parent(s) have signed the form [only original signatures of parent(s) and notaries are accepted, not photocopies]:
  - If both parents have legal custody, both parents must sign.
  - If one parent has sole legal custody and no paternity judgment action has been initiated, is pending or has been finalized, the signature of only one parent is required. If **any** paternity action related to custody or other parental rights has been started, both parents must sign this form to request a name change.

CHILD'S NAME AT BIRTH: \_\_\_\_\_  
First Full Middle Last Title (i.e. Jr., II, III, etc.)

CHILD'S DATE OF BIRTH: \_\_\_\_\_ CHILD'S COUNTY OF BIRTH \_\_\_\_\_  
Month / Day / Year

Change the name of my child from the name listed above to: (Print clearly or type the name as you want it to appear on the birth certificate.)

First	Full Middle	Last	Title
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EACH PARENT WHO SIGNS THIS AFFIDAVIT MUST DO SO IN THE PRESENCE OF A NOTARY PUBLIC.

All Signatures Must Be In Black Ink.

**PENALTIES:** Any person who willfully and knowingly supplies any false information to be used in the preparation of or the amendment of a birth certificate is guilty of a Class 1 felony [a fine of not more than \$10,000 or imprisonment of not more than three years and six months or both per Chapter 69.24 (1), Wisconsin Statutes].

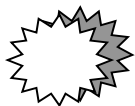
### FIRST (or sole) PARENT STATEMENT

I understand that I am only allowed to change the name of a child once without a court order. I attest that I have met the requirements of the above-mentioned Wisconsin statute.

I am the above-named child's: (Check one.) ☐ Mother ☐ Father

My child's other parent must sign this form: ☐ Yes ☐ No

SIGNATURE - Parent \_\_\_\_\_ Date Signed (Mo / Da / Yr) \_\_\_\_\_



### CERTIFICATE OF NOTARY PUBLIC NOTARY SEAL

Subscribed and sworn before me this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_  
Month Year

SIGNATURE - Notary \_\_\_\_\_

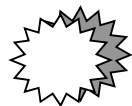
My Commission expires \_\_\_\_\_.

### SECOND PARENT STATEMENT

I understand that I am only allowed to change the name of a child once without a court order. I attest that I have met the requirements of the above-mentioned Wisconsin statute.

I am the above-name child's: (Check one.) ☐ Mother ☐ Father

SIGNATURE - Parent \_\_\_\_\_ Date Signed (Mo / Da / Yr) \_\_\_\_\_



### CERTIFICATE OF NOTARY PUBLIC NOTARY SEAL

Subscribed and sworn before me this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_  
Month Year

SIGNATURE - Notary \_\_\_\_\_

My Commission expires \_\_\_\_\_.

- Unless you order certified copies of the birth certificate, you will not be notified when the change is made.
- If you want to purchase a copy of the birth certificate, please submit a check or money order of \$12.00 for a single copy and, if additional copies are ordered at the same time, \$3.00 for each additional copy. Make check or money order payable to: **STATE OF WIS. VITAL RECORDS**
- Send this completed form; a check or money order; and, a self-addressed, business-size, stamped envelope to: **VITAL RECORDS, P.O. BOX 309, MADISON, WI 53701-0309**
- If you have questions, please call: **(608) 267-7816**

NAME - Contact Person \_\_\_\_\_ Daytime Phone ( ) \_\_\_\_\_

MAILING ADDRESS - Contact Person \_\_\_\_\_

**IF YOUR CHILD HAS ALREADY BEEN ASSIGNED A SOCIAL SECURITY NUMBER,  
YOU WILL NEED TO NOTIFY YOUR LOCAL SOCIAL SECURITY OFFICE OF THIS CHANGE.**